

# Project AWARE

## LEA Budget Overview

### Reading the Budget

The budget is made up of seven categories, six of which you will need to pay close attention in order to make financial decisions. Those categories are: personnel, fringe, travel, supplies, consultant/contract, and other. The seventh and final category--indirect costs--is set in agreement with the Office of Public Instruction and your districts, and that cannot be changed. As activities are carried out, and cash requests are made through the OPI's e-grants software system, the cash request will be posted and displayed on the right hand side of the updated budget Excel file, as seen below. The "balance" column will automatically update as more cash requests are added.

TRAVEL												
Purpose	Item	Per Unit Cost	#Days/Units	# Persons	Total	CR# 1	CR# 2	CR# 3	CR# 4	CR# 5	CR #6	Balance
MBI Summer Institute Travel	Lodging	\$88 per night	5 Nights	30	\$ 13,200	\$ -	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ 13,020
MBI Summer Institute Travel	Registration	\$425 per person	1	30	\$ 12,750					\$ 6,637		\$ 6,113
MBI Summer Institute Travel	Mileage	.56 per mile	162 Miles	10	\$ 910		\$ 176		\$ 77			\$ 657
MBI Summer Institute Travel	Per Diem	\$41	5	30	\$ 6,150		\$ 34					\$ 6,116

					\$ -							\$ -
PAX Train the Trainer	Lodging	\$125	4	5	\$2,500							\$ 2,500
PAX Train the Trainer	Airfare	\$600	1	5	\$ 3,000							\$ 3,000
PAX Train the Trainer	Per Diem	\$30	4	5	\$ 600							\$ 600
PAX Train the Trainer	Workshop	\$2,500	1	5	\$ 12,500							\$ 12,500
			1	1	\$ -							\$ -
			1	1	\$ -							\$ -
<b>TOTAL</b>					<b>\$ 51,610</b>	<b>\$ -</b>	<b>\$ 390</b>	<b>\$ -</b>	<b>\$ 77</b>	<b>\$ 6,637</b>	<b>\$ -</b>	<b>\$ 44,506</b>

### **Adhering to the Budget / Cash Request Process**

All cash requests must be for activities that have already been approved by SAMHSA and are thus contained in the budget. Each of your districts has an authorized representative that submits a cash request through the OPI's e-grants system. I am able to review and approve that cash request, but due to the amount of detail that SAMHSA is requiring for all expenditures, an accountant at OPI is reviewing all requests – she will then either approve or deny the request based on whether or not it adheres to the activities laid out in the budget. The accountant's name is Juli Tenneson, and she is happy to assist you with any questions you might have. Her contact information is [jtenneson@mt.gov](mailto:jtenneson@mt.gov) and 444-3408.

It is straightforward to move funds from one approved line item to another approved line item, but please let me know about your intent to do so by e-mailing me beforehand. Communicating your desire to make a change to the budget will allow me to update the budget Excel file and maintain the most up-to-date version of the document. According to SAMHSA's guidelines, as long as the funds that you wish to have re-budgeted do not exceed the lesser of \$250,000 or 25% of the total grant funds for the year, you may move the funds without prior approval. Re-budgeting within budget categories does not count against the 25% limitation. That being said, you still need to inform me when you would like to make a change, and doing so will ensure that we are all on the same page. The LEA project directors will not need to contact SAMHSA directly for approval; when necessary, I will do that for you.

### **Making a Change to the Budget**

Plans change from the time the budget is first approved by SAMHSA to the point when districts' plans are actually realized; therefore, it is understandable that changes to the budget will need to be made. Following these steps will ensure that we are able to track funds with fidelity and in a way that will meet SAMHSA's particularly stringent requirements. SAMHSA has indicated that a system of fiscal controls must be in place, and that process needs to be explained in the Coordination and Integration Plan.

### ***Moving Funds among Approved Line Items***

1. If you would like to make a change to the budget, and you are planning to move funds from one approved line item to another approved line item, you must first e-mail me with the proposed change by 1.) Explaining via a narrative what you are proposing to change 2.) Highlighting the line items to be changed in

the Excel budget. Please see the table below for details. Although this is an example of a proposed budget change for a new line item, the concept is also illustrative for this purpose.

<b>SUPPLIES</b>				
<b>Purpose</b>	<b>Item</b>	<b>Per Unit Cost</b>	<b># Units</b>	<b>Total</b>
Butte General Office Supplies	Monthly Office Supplies	\$100	12	\$ 1,200
FACE Center (Family & Comm Engage)	Costs for Family/Community Engagement Center			
	Computers for Center for Parent Resources	\$1,000	5	\$ 5,000
	Printers to develop brochures, etc.	\$1,800	2	\$ 3,600
	Signage for FACE Program	\$1,500	3	\$ 4,500
	Tables for FACE Center	\$500	4	\$ 2,000
	Chairs for FACE Center	\$50	24	\$ 1,200
	Other Office Supplies (paper, etc.)	\$7,500	1	\$ 8,302
	Printer Cartridges	\$200	16	\$ 3,200
<b>TOTAL</b>				<b>\$ 29,002</b>

<b>OTHER</b>
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Purpose	Item	Per Unit Cost	# Units	Total
Mental Health Promotion in Elementary Grades	PAX Good Behavior Game Teacher Kits (K-3)	\$299	70	\$ 20,930
Family and Community Engagement Activites	admission tickets	\$5	300	\$ 1,500

Once the change has been approved, I will update the Excel file with the change. Your authorized representative will then need to make a budget amendment in e-grants. When that has been approved, the cash request can then be submitted in e-grants.

### ***Moving Funds to a New Line Item***

2. If you would like to make a budgetary change for an activity that has not already been approved by SAMHSA, you will need to send me an e-mail with a detailed explanation of which line item will be reduced and which line item you are proposing. Again, you must 1.) Explain via a narrative what you are proposing to change 2.) Highlight the line items to be changed in the Excel budget. Any changes that you propose must align with an objective from the logic model. ***If an objective from the logic model cannot be used to evaluate the efficacy of the new activity, then the budget change will be denied.*** After receiving your detailed explanation, I will send the request to Ivory Howard, SAMHSA Grant Project Officer, for approval. Once it has been approved, I will then update the Excel file, and your authorized representative, as was previously mentioned, will need to submit a budget amendment in e-grants. Only after that has been approved by the project accountant can a cash request be made.